

Job Description

Director of Maintenance

About us

Ferncliff is a 501(c)(3) nonprofit organization located just ten miles west of Little Rock, Arkansas. We were founded in 1937 as a place for youth and adults to gather and experience creation in community with one another

Ferncliff Mission Statement: As an expression of God's love, we welcome people into a life of caring for Creation, others and themselves.

There is a *lot* going on at Ferncliff! Over the years we have grown into a multi-faceted organization that has branched in many ways beyond a typical camp and conference center. Today we are a:

- Summer Camp
- Retreat and Conference Center
- Nature Preschool
- Disaster Assistance Center
- Good360 Community Distribution Center

Position Overview

The Maintenance Director plays a vital role in the stewardship and functionality of Ferncliff's facilities, grounds, and infrastructure. This individual is responsible for overseeing the daily maintenance operations, managing a team (including staff and volunteers), and ensuring the property is safe, clean, and well-maintained year-round.

Requirements:

- Experience in maintenance, construction and renovation
- Ability to perform basic automotive maintenance
- Commitment to sustainable practices (reduce, reuse, recycle)
- License/certification in water purification, swimming pool, wastewater facilities or ability to achieve appropriate licenses.
- Ability to work with and supervise volunteers
- Ability to develop a comprehensive utility maintenance plan
- Experience organizing utility maintenance equipment and supplies
- Experience finding and working with sub-contractors
- Ability to work as part of a maintenance team
- Ability to create and maintain utility logs and records

- Ability to work weekends and non-business hours when necessary

Responsible To: Chief Operations Officer

General Responsibilities:

- Supervise Utility Operations
- Supervise Maintenance Team
- Manage Volunteers

Key Responsibilities:

Facilities & Grounds Maintenance

- Oversee maintenance and repairs of buildings, cabins, meeting spaces, restrooms, and other facilities.
- Oversee the maintenance of the appearance and safety of trails, outdoor recreation areas, and landscaping.
- Manage seasonal tasks such as snow removal, leaf blowing, mowing, weeding, and debris cleanup.
- Monitor and maintain wastewater systems, water systems, HVAC, plumbing, electrical, septic systems, and camp vehicles/equipment.

Project & Staff Management

- Supervise and schedule maintenance staff, contractors, and volunteers.
- Develop and manage preventative maintenance schedules.
- Develop, implement, and monitor a comprehensive program to maintain Ferncliff Utilities (water, wastewater, swimming pool, electricity, propane) in excellent condition.
- Coordinate capital improvement and renovation projects with leadership and vendors.
- Ensure compliance with building codes, health and safety regulations, and licensing standards.

Safety & Risk Management

- Conduct regular safety checks and respond promptly to any facility-related hazards or issues.
- Develop and implement emergency plans for all utilities/facilities.
- Create and implement a utility monitoring plan that includes an organized and detailed record keeping procedure.

- Ensure fire extinguishers, smoke detectors, and emergency systems are functional and compliant.
- Maintain secure storage of tools, fuel, cleaning chemicals, and other hazardous materials.

Administrative Duties

- Maintain records of repairs, inspections, and maintenance logs.
- Receive all necessary training and certifications to operate the water, wastewater treatment facilities, swimming pool and maintain compliance with all standards.
- Assist with the development and oversight of the maintenance budget.
- Order supplies and manage inventory of tools, parts, and materials.
- Participate in leadership meetings and contribute to long-term planning and sustainability goals.
- Maintain organized utility areas, equipment, supplies that includes back up inventory.
- Monitor and maintain Ferncliff automobiles to be in good working order.

Qualifications

- Minimum 5 years of maintenance, facilities management, or construction experience; experience in a camp, retreat, or hospitality setting preferred.
- Strong knowledge of building systems, plumbing, electrical, carpentry, and landscaping.
- Ability to troubleshoot problems, prioritize tasks, and lead others effectively.
- Comfortable using hand and power tools, small machinery, and maintenance vehicles.
- Excellent communication and organizational skills.
- Ability to lift 50+ pounds, work outdoors in various weather conditions, and respond to emergencies as needed.
- Valid driver's license required; other certifications (e.g., HVAC, electrical) a plus.
- Commitment to the mission and values of Ferncliff and the care of creation and community.

Job Type: Full-time exempt

Pay: \$65,000 - \$75,000.00 per year

Benefits:

- 403(b)
- Health insurance

- Optional Dental and Vision
- Staff Discounts at Ferncliff Camp and Conference Center
- Paid time off

Experience level:

- 5 years

Ability to commute/relocate:

- Little Rock, AR 72223: Reliably commute or planning to relocate before starting work (Required)

Work Location: In person